

Final Demand Collection Letter

Subject: FINAL DEMAND - Legal Action Pending

Dear [Customer Name],

This is our FINAL ATTEMPT to collect the overdue amount of \$[Amount] for Invoice #[Invoice Number]. This account is now [Number] days past due.

Despite multiple attempts to resolve this matter amicably, you have failed to respond to our previous notices or make payment arrangements. Your account is now seriously delinquent.

FINAL DEMAND:

You have 7 days from the date of this letter to remit payment in full. If we do not receive payment or hear from you by [Specific Date], we will have no choice but to:

1. Turn this account over to our legal department
2. File suit against you for the full amount plus court costs, attorney fees, and interest
3. Report this delinquency to credit bureaus
4. Pursue all available legal remedies

This is not a threat but a statement of our intentions. We prefer to resolve this matter without legal intervention, but your continued non-response leaves us no alternative.

Contact us immediately to avoid legal proceedings.

Very truly yours,

[Your Name]

[Title]

[Company Name]

[Contact Information]

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